

Accompanying attachments: TA WAWF Guide, TA Excel Spreadsheet, Sample TA form

Your school has been processed for electronic invoicing in Wide Area Workflow (WAWF) for your Tuition Assistance Navy, Marine, and Coast Guard students. Please visit <https://www.navycollege.navy.mil/tuition/tawawf.html> for a copy of the TA WAWF Guide and the TA Attachment Template for more information and invoicing instructions. We also hold weekly web conference training on invoicing (session details below).

Below are the contract numbers and codes that you will need to submit your invoices through WAWF. If you have not already created a WAWF account, please create one using the instructions below.

Please contact me or your invoice certifier (LPO) if you have any questions. Your invoice certifier's contact information can be found on the Misc. Info Tab of your WAWF invoice (see TA WAWF Guide). Thank you.

1. Invoicing Information
2. TA WAWF Web Session Training Information
3. WAWF Account Activation Instructions

Invoicing Information

Contract Number for 2007 TA Authorization Numbers: N6832207MXXXX

Contract Number for 2008 TA Authorization Numbers: N6832208MXXXX

Contract Number for 2009 TA Authorization Numbers: N6832209MXXXX

NCMIS Code: XXXXA

CAGE Code: XXXXX

Pay Office DoDAAC: N68566

Admin DoDAAC: N68322

Ship to DoDAAC: N68322/ext. TAX

LPO DoDAAC: N68322/ext. TAX

Please note that beginning with contract numbers for FY09, N6832209MXXXX, the Pay DoDAAC will change to N68732.

TA WAWF Web Session Training Information

Occurs every Monday 2pm ET. Please contact Mimi Truong 703-591-5100 ext 201, mimi.truong@universal-inc.net for assistance.

1. Go to: <https://connect.dco.dod.mil/r46788038>
2. Dial the conference call number: (877) 810-9415 or (636) 651-3185 (for Intl), access code 8974200

WAWF Account Activation Instructions

1. Call the Ogden Help Desk at 1-866-618-5988 (select option 2) to activate your school's CAGE code in WAWF.
2. Once your CAGE code is activated, go to the WAWF web site at <https://wawf.eb.mil> and self register as a Vendor. (This should be done by the person who usually does the invoicing.)

*Note: When prompted for User ID, this can be anything you choose as long as it is at least 8 characters. User ID's and Passwords are case sensitive. When prompted for ROLE, choose "VENDOR" from the drop down list. You do NOT need to fill in Comments or attach anything. Click "continue" and verify all information you entered is correct, check the box that says "STATEMENT OF ACCOUNTABILITY", and click "REGISTER NOW".

3. Then, have your electronic business point of contact (EBPOC) send an email to cscassig@csd.disa.mil or call 1-866-618-5988 to authorize your account. Please make sure your name and your school's CAGE code are mentioned.

*Note: Don't know who your EB POC is? Go to <https://www.bpn.gov/ccrinq/scripts/search.asp>, enter your cage code in the CAGE code field, click 'SEARCH' and at the bottom of the results page, it will list a primary and alternate Electronic Business POC.

4. Once your account has been authorized, the Ogden Help Desk will activate your account and send you an auto-generated one time password (expires in 48 hours) in the email account you entered when you self-registered. Log into the WAWF web site and create a permanent password.

*Note: If you do not receive your one time password within 24 hours, please call 1-866-618-5988 and choose Option 2.